

The Alzheimer's Association, Michigan Great Lakes Chapter is seeking two part-time Walk Managers to be responsible for year-round coordination and implementation of regional Walks to End Alzheimer's. One position is located in the main office in Chelsea and one in the Kalamazoo regional office.

Minimum Requirements:

- Bachelor's Degree
- Valid Michigan driver's license, daily use of a car and proof of insurance
- Ability to work a flexible schedule, including late evening and early morning work as needed (average 2-3 times per month) and Saturdays and Sundays throughout August, September and October when Walks occur
- Excellent oral and written communications with the ability to present with poise, confidence and professionalism to diverse committees
- Ability to work independently with little daily supervision
- Strong project management skills
- Ability to prioritize, coordinate and advance several projects simultaneously
- Strong verbal, written communication and interpersonal skills
- Excellent computer skills including Microsoft Office (Word, Excel and PowerPoint) and email as well as the ability to learn donor software systems

Job Responsibilities would include but not be limited to:

- Recruit, manage and partner directly with volunteers and colleagues to meet aggressive participant and sponsorship recruitment and fundraising goals
- Develop positive relationships with a diverse community of people
- Manage the day of experience for all chapter Walks
- Exercise excellent judgment, accept responsibility and give careful attention to details
- Work under stress and be flexible where there are high expectations for meeting tight deadlines and for producing quality work
- Manage big picture vision with detail oriented tasks

Working Conditions

- Must be able to bend, lift, carry, transport, and set up a variety of print and event materials related to Walk to End Alzheimer's (weighing up to 25 pounds)

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A more comprehensive job description is available at alz.org/mglc. Interested applicants should email resume and letter to chughes@alz.org. No phone calls please.